



Republika ng Pilipinas
PAMAHALAANG LUNGSOD NG TACLOBAN
(City Government of Tacloban)
Kanhuraw Hill, Tacloban City 6500
Tel. Nos. 325-4053

BIDS AND AWARDS COMMITTEE

INVITATION TO SUBMIT PRICE QUOTATIONS 1st Posting

The City Government of Tacloban, through the BIDS AND AWARDS COMMITTEE (BAC) invites all interested suppliers to submit price quotations, under **Section 52.1(b) of the 2016 Revised IRR of R.A. 9184**, for the supply and delivery of **OFFICE SUPPLIES AND DEVICES for use of CTO, CBO & CSWDO** P.R.# Lot 1: 2019-1343 dated 6/25/19, P.R.# Lot 2: 2019-1347 dated 6/25/19, Lot 3: 2019-148 dated 11/13/19, P.R.# Lot 4: 2019-146 dated 11/13/19, Lot 5: 2019-1742 dated 9/6/19, P.R.# Lot 6: 2019-942 dated 4/22/19, Lot 7: 2019-940 dated 4/22/19, P.R.# Lot 8: 2019-946 dated 4/22/19, Lot 9: 2019-941 dated 4/22/19, P.R.# Lot 10: 2019-443 dated 2/27/19, Lot 11: 2019-442 dated 2/27/19, P.R.# Lot 12: 2019-450 dated 2/27/19, Lot 13: 2019-445 dated 6/25/19, P.R.# Lot 14: 2019-473 dated 3/4/19, Lot 15: 2019-1111 dated 5/16/19 and P.R.# Lot 16: 2019-1109 dated 5/16/19 with a total amount of **Six Hundred Ninety-Nine Thousand Seven Hundred Seventy-Three Pesos & 10/100 (Php699,773.10) only** with **BIDSTAC # SB 090-2019 (6740239)**.

Please quote your lowest price inclusive of 75% of 1% of Business Tax and VAT subject to the Terms and Conditions of this RFQ, and submit your quotation duly signed by your representative on **December 10, 2019 to 9:00 A.M. of December 16, 2019** at the BAC Office, City Hall Main Building, Kanhuraw Hill, Tacloban City.

Sealed proposals will be accepted not later than **December 16, 2019** at 9:00 o'clock in the morning at the BAC Office, City Hall Main Building, Kanhuraw Hill, Tacloban City. Opening of quotation shall be held at **2:00 PM of December 17, 2019**.

The City Government reserves the right to reject any or all proposals or any part thereof, waive any defect contained therein and accept an offer as maybe advantageous to the City Government of Tacloban.

Supplier shall submit the following requirements:

- a. Duly signed Request for Quotation. Prices shall be quoted in Philippine Peso. Statement of Compliance must be accomplished by supplier.
- b. PhilGEPS Registration Certificate.
- c. Valid Mayor's Permit.
- d. All photocopied documents submitted shall be a certified copy from the original.

Quotations shall be compared and evaluated on the basis of the following criteria:

- a. Completeness of submission

- b. Compliance with Technical Specifications
- c. Price

All deliveries by suppliers shall be subject to inspection, and acceptance by the end-user. All costs of the necessary laboratory tests undertaken by the Procuring Entity on the goods shall be to the account of suppliers. The supplier who submitted the lowest calculated responsive quotation shall be awarded the Purchase Order after evaluation by the BAC.

Delivery of goods shall be made within 3 calendar days from date of receipt of Purchase Order or as may be required by the appropriate authority. Warranty shall be for a minimum of 3 months, after acceptance of the procuring entity of the delivered goods or after the goods are consumed, whichever is earlier for Expendable supplies. For non-expendable supplies, one (1) year after acceptance by the procuring entity of the delivered goods.

Price validity shall be for a period of 120 calendar days. Goods shall be delivered to the BAC Office, City Hall Main Building, Kanhuraw Hill, costs to the account of supplier. Risk and title shall pass from the supplier to the purchaser upon receipt and final acceptance of the goods at the city government of Tacloban. Upon delivery of the goods, the supplier shall notify the Purchaser and present the following documents:

- a. Original and duplicate copy of the Supplier's Invoice showing the goods description, quantity, unit price, and total price
- b. Original and duplicate copy of Delivery Receipt
- c. Original Statement of Accounts
- d. Approved Purchaser Order
- e. Warranty Certificate

Please download the attached Request for Quotation.

Sgd. **JONATHAN R. HIJADA**
BAC Chairman

Date Published: December 10, 2019